

2012



GOODLETTSVILLE
TENNESSEE

City Manager Report

Report of monthly activities of City Manager and all Departments presented to the Goodlettsville Board of Commissioners and the Citizens of Goodlettsville.

Tim Ellis
City Manager Report
February 9, 2012

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Management

City Manager

Public Information Officer

City Recorder

City Manager

Management Report: January 2012

Legislative Accomplishments

- Board of Commissioners passed on final reading ordinance 11-767 an ordinance that adopted the City of Goodlettsville Design Standards. The Design Standards will provide guidance to all builders and developers of future construction projects. This ordinance took effect on January 27, 2012.
- Board of Commissioners passed on final reading ordinance 12-768 an ordinance amending ordinance 06-691 in regards to appointments for members of city boards, commissions, authorities, and committees. This ordinance took effect on February 10, 2012.
- The Board of Commissioners also took action on the following resolutions:
 - Resolution 12-501 – Declared certain property surplus to the needs of the City of Goodlettsville and calling for its disposal by online auction or any other reasonable manner.
 - Resolution 12-502 – Adopted the City of Goodlettsville Compensation Plan.
 - Resolution 12-503 - Adopted the City of Goodlettsville Financial Control Policy.
 - Resolution 12-504 - Approved a lease extension with CBS Outdoor Advertising for Bill Boards located at the Manskers Station Pump Station.

Legislative Matters Forthcoming

- Ordinance to further define the duties of the Fire Marshall
- Ordinance to amend Fiscal Year 2011 and 2012 Budgets
- Fiscal Year 2013 Budget
- Ordinance in regards to the Municipal Planning Commission being a “Regional Planning Commission”.
- Resolution to amend the personnel manual

Commissions, Boards & Commissions

- **Beer Board**
 - Approved an off-site premises beer permit to Eagle Market, 848 Louisville Highway.
 - Elected Mr. Carl Sloan, Chairman and Mr. Randall Hall, Vice Chairman of the Beer Board for 2012.

- **Planning Commission**

- Deferred action on a Letter of Credit for Cobblestone Townhomes.
- Elected Mr. Jim Galbreath, Chairman and Mr. Jim Driver as Vice Chairman of the Planning Commission for 2012.
- Elected Mr. Guy Patterson, Director of Public Services as Second Secretary to the Planning Commission.

External Meetings

- Attended the quarterly meeting of the Sumner County Joint Economic Development Committee in Gallatin.
- Attended the City of Millersville Board of Commissioners meeting and public hearing in regards to the industrial rezoning for a propane distribution center.
- Attended the Chamber of Commerce monthly luncheon.
- Various meetings with individual citizens were conducted throughout the city about a variety of matters, included but not limited to drainage, traffic, sanitation, litter.

Internal Meetings

- Attended monthly project progress meetings for the following:
 - Long Hollow Pike Synchronization
 - Caldwell Drive Pedestrian Crossing Signalization
 - Long Hollow Pike @ Madison Creek Signalization
 - Sewer Rehabilitation
 - Equalization Tank
 - Roadscape Project
- Met with Mrs. Carol Maynard of Main Street Media (Hendersonville Standard / Gallatin News / Wilson Post) in regards to their interest in expanding their news coverage into the Goodlettsville market.
- Tom Tucker, Larry DiOrio and I met in regards to the Old Library remodel.
- Phillip Gibson, Johnny Roberson and I met in regards to completing the Staffing for Adequate Fire and Emergency Response Program (SAFER) Grant.
- Met with Mr. Jimmy Johnston in regards to my appointment to the Board of Directors of Forward Sumner.
- Julie High and I met with Steve Parker, Karen Stephens and Carrie Dawson of Parker & Parker in reference to the completion of the city's audit.
- Met with Mr. Pat Hardy of MTAS in regards to upcoming Comprehensive Management Reviews of each department.
- Met with various representatives currently utilizing a Capital Recovery Fund for use in their Fleet Program and vehicle replacement.

- Continued to meet with various insurance brokers about the City's health insurance renewal. The current insurance policy is set to expire on March 30, 2012.
- Guy Patterson, Amy Murray and I met in regards to various bid specifications and operational procedures.
- Took part in a webinar the ICMA's Center for Performance Measurement. The city is currently completing the Performance Measurement
- Met with Mr. Jim Snyder & Mr. Jim Tarpy of the Metro Water Services Department and Shannon Williams of USGS in regards to water level monitoring systems as it relates to the Dry Creek weir dam and various local streams.
- Met with Mrs. Amy Mitchell in reference to the Pleasant Green Pool Renovation bid specifications and Bid results.
- Met with various waste management representatives in regards to the upcoming "Request for Sealed Competitive Proposals" to be issued by the city.
- Attended the Sumner County Council of Governments Meeting.
- Met with Mrs. Susan Edwards in regards to certain projects that Imagine Goodlettsville would like to undertake.
- Attended and took part in Department Head, Manager and Supervisor training for creating effective performance standards and conducting employee performance evaluations.
- Met with Nancy Sartor and Jim Kerr of the Wiser Company in regards to future engineering needs of the city.

Ongoing Work

- Implementation of the Compensation Plan
- Efficiency Review Committees (Committee of Employees)
 - Telephone – completed their assigned task and have made recommendations that will result in approximately \$10,000 of savings to the city annually.
(Phillip Uldrich, Richard Pope, Amy Mitchell & Tommy DeLoach)
 - Overtime – has completed their assigned task and all recommendations have been forwarded to the appropriate department heads for responses.
(Monica Day, Johnny Roberson, Albert Vincent, Robbie Brigham, Robert Jones)
 - Uniform / Clothing – has not met yet but will be studying and making recommendations in how we procure and utilize non-safety employees uniforms.
(Jack Presley, Steve DiViney, Brian Shores and Greg Waite)
 - Employee Suggestion Committee – Committee will formulate a program that would recognize and reward employees for innovative and creative thinking that could produce a cost savings to the city.
(Amy Mitchell, Amy Murray, Chris Hood & Miranda Vaughn)
- City departments are currently completing data for the International City Managers Association's (ICMA) Center for Performance Measurement study.
- This city is working on phase I (Application Phase) of the Baldrige National Performance Program.

- Work continues on the sewer rehabilitation project and sewer equalization tank.
- The contractor for the sewer equalization tank has been notified that the city would be withholding certain pay requests in order to satisfy the liquidated damages balance.
- Staff has met with Metro Water Services in regards to utilizing sewer force main capacity from the Mansker Creek Pump Station. Hendersonville Utility District has given the city notice that they will cease to provide sewer line capacity in 2016.
- Staff continues on the future needs of 2 way radio communications within all departments of the city but most importantly public safety.
- The greenway / bike / pedestrian project is currently in the environmental assessment phase. Survey work for the project is nearing completion.
- The Long Hollow Pike synchronization project has received a Notice to Proceed from TDOT for Engineering Design
- Work is ongoing in creating a Leadership initiative program for the city.
- Planning for a Media Relations meeting with all local media outlets is ongoing.
- Work is progressing in creating a program that would encourage and broaden “community pride” in Goodlettsville. This program would most likely be called “My Goodlettsville”.
- Work has been completed in reviewing and creating a summary of the “Employee Satisfaction Survey” that was recently completed by each employee of the city.
- The Citizens survey is currently be formulated ETC, Inc. and will be sent to a random selection of citizens within the next 2 weeks.
- Work on the salary compression study is nearing completion.
- Bids were opened for the Roadscape Project and Reed Landscaping was the low bidder with a bid of \$97,976.45. Bids have been submitted to TDOT for the approval.
- Bids were opened for the Renovation of Pleasant Green Pool with the low bidders being as follows:
 - General Renovation \$72,536.00
 - Installation of PVC Liner \$44,000.00

New Business Licenses issued January 2012

- | | | |
|--|---|-----------------|
| 1. Love & Caring Childcare Learning Center
855-0301 | 853 Wren Rd
opened: 2/27/12 | Denise Scales |
| 2. Coinstar Inc. (vending in Kroger)
425-943-8000 | 123 Northcreek Blvd
opened: 01/01/09 | Tiffani Lee |
| 3. Unique Industries, Inc
215-336-4300 | 850 Springfield Hwy.
opened: 6/13/11 | Anthony Juliano |
| 4. U-Haul Co of Tennessee
602-263-6745 | 719 Rivergate Pkwy
opened: 01/01/12 | Kelli Vega |
| 5. U-Haul Co of Tennessee
602-263-6745 | 307 South Main
opened: 01/01/12 | Kelli Vega |
| 6. MEET 2007 INC (DBA AM Express)
270-847-9798 | 219 S. Main St
opened: 2/01/12 | Anil Patel |

One **Transient Vendor's License** for fireworks tent for:

Bill Stamper
Discount fireworks
977 Louisville Hwy
For 6/20-7/5/12

BEER PERMITS FOR January 2012

1. Eagle Market
848 Louisville Hwy
Issued to: Gebrehiwot Buluts Permit #680 on 1/11/12

Finance & Administration Division

Finance

Human Resources

Information Technology

Court

Purchasing

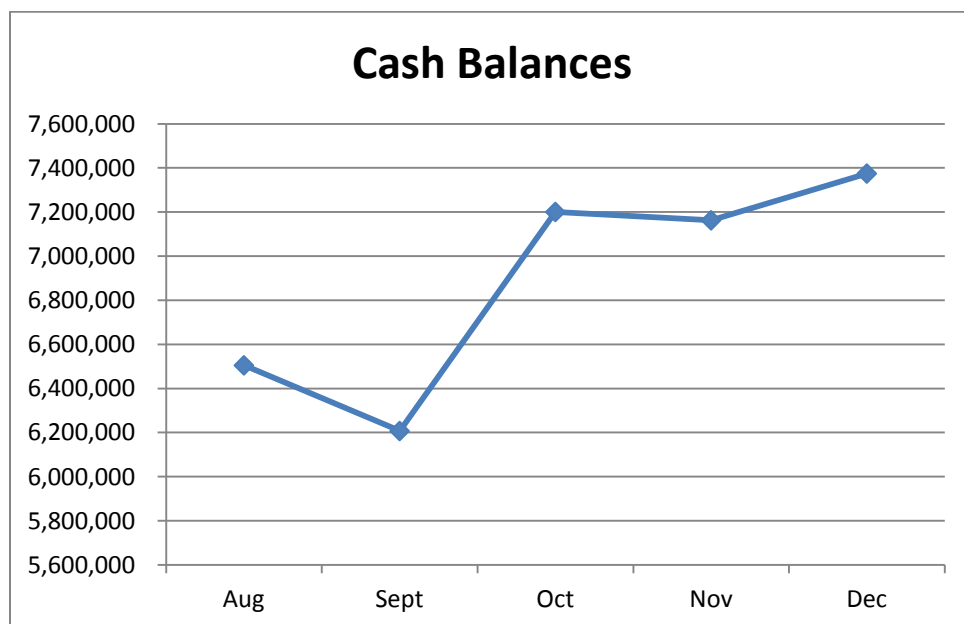
The Finance Director and HR Director processed and distributed 200 W2's over the first two weeks of the month. The Finance Director prepared and submitted the quarterly Federal 941 payroll tax report and the quarterly State Unemployment Report. Forty-two (42) 1099's were processed and mailed to various contractors and other vendors per IRS guidelines.

The Finance Director met with representatives from TML regarding internal financial controls. As a result of this meeting, the Finance Director drafted an Internal Financial Control policy which was considered and adopted by the Board of Commissioners in January. TML will discount the City's premium on its General Liability Policy due to this adoption.

The City Manager and Finance Director wrote the "Management's Discussion and Analysis" portion of the City's Financial Audit Report. They attended an "Exit Conference" with the City's auditors, Parker, Parker and Associates to discuss the Final Audit Report. That report was presented to the Board of Commissioners at their January 26 work session.

Planning for the upcoming budget cycle for Fiscal Year 2013 has begun, and all Department Heads met with the Finance Director to review the current budget at the mid-year point. The Finance Director attended a training session on Employee Evaluations conducted by MTAS and an informational webinar on the Performance Management Project the City is beginning.

The Finance Director attended the Beer Board meeting on January 11, as well as the regular Board of Commission meetings. The Sumner County Council of Government Meeting was hosted by the City of Goodlettsville, and the Finance Director attended that as well as the Chamber of Commerce monthly luncheon.



City of Goodlettsville
Monthly Financial Summary
January 2012

UNASSIGNED FUND BALANCE

	Ending Balance	Ending Balance	Budgeted Balance	Projected Balance	% of Operating
Operating Fund	FY 11	Current Month	6/30/2012	6/30/2012	Budget
General Fund	2,032,866	965,820	600,771	966,000	9.07%
Sanitation	123,761	115,291	13,179	13,000	1.47%
Tourism	939,621	858,910	612,096	612,000	165.62%

CASH IN BANK

	Aug	Sept	Oct	Nov	Dec	Jan
General Fund	1,523,320	1,241,225	672,779	632,948	767,395	986,502
Sanitation	134,167	137,546	139,597	126,531	137,014	142,592
Tourism	1,002,217	1,000,848	1,023,800	1,014,424	1,016,506	872,631
Sewer	3,845,352	3,827,583	5,364,544	5,389,042	5,453,936	5,572,475
Total Cash	6,505,056	6,207,202	7,200,720	7,162,945	7,374,851	7,574,200

KEY REVENUE INDICIES

<u>Operating Fund</u>	<u>Indicator</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized</u>	<u>Target</u>	<u>Projected Over/ (Under) Budget</u>
General Fund	Local Sales Tax	334,412	1,937,141	3,320,813	3,708,000	(387,187)
	State Shared Tax	172,853	869,024	1,489,755	1,676,000	(186,245)
	Property Tax	602,814	1,549,976	2,657,102	3,125,000	(467,898)
	Court					
	Fines/Fees	21,901	140,619	241,061	220,000	21,061
				0		
Tourism	Hotel/Motel Tax	31,610	261,163	447,708	360,000	87,708
Wastewater	Sewer User Fees	358,308	2,535,281	4,346,196	4,100,000	246,196
Sanitation	Sanitation Fees	64,122	395,374	677,784	711,000	(33,216)

Revenue Summary			
General Fund Collected YTD	5,438,898	Wastewater Fund Collected YTD	2,608,003
General Fund Target	10,656,740	Wastewater Fund Target	4,305,000
Difference	5,217,842	Difference	1,696,997
	51%		61%

OPERATIONS EXPENDITURE SUMMARY

<u>Operating Dept</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized</u>	<u>Budget</u>	<u>Projected Over/ (Under) Budget</u>
General Government	124,451	1,095,512	1,878,021	1,981,115	(103,094)
Police	291,782	1,986,976	3,406,245	3,632,696	(226,451)
Fire	94,540	789,034	1,352,630	1,426,783	(74,153)
Hwys & Streets	66,718	491,388	842,379	977,587	(135,208)
Parks/Recreation	64,477	619,031	1,061,196	1,286,748	(225,552)
			0		
Police Drug Fund	15,041	119,237	204,406	288,214	(83,808)
Sanitation	62,253	415,641	712,527	886,582	(174,055)
Tourism	177,983	356,970	611,949	702,525	(90,576)
Wastewater	124,580	1,781,750	3,054,429	4,806,590	(1,752,161)

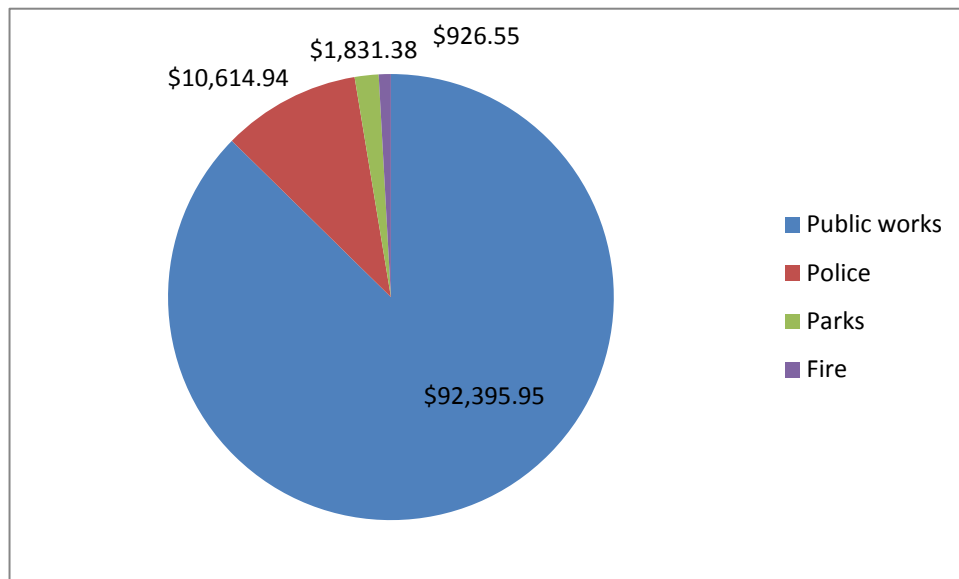
FUND EXPENDITURE SUMMARY

<u>Fund</u>	<u>Month</u>	<u>YTD</u>	<u>Annualized</u>	<u>Target</u>	<u>Projected Over/ (Under) Budget</u>
General	968,348	6,505,944	11,153,047	12,077,874	(924,827)
Sanitation	62,253	415,641	712,527	886,582	(174,055)
Wastewater	124,580	1,781,750	3,054,429	4,806,590	(1,752,161)

Human Resources Monthly Report – January 2012

- Printed W-2's.
- Completed OSHA 300 log and posted.
- 1/11/12 held Safety Committee Meeting.
- 1/20/12 attended Middle TN TPMA training and meeting – Brentwood.
- Coordinated and attended Supervisor Training on Performance Appraisal 1/24/12 & 1/25/12.
- Prepared reports for annual insurance renewal quotes.
- Made adjustments with new pay plan.
- Participated in interview for Events and Program Coordinator.

Worker's Comp Accidents: 2011 Cost of Accidents per Department



Total Cost of Worker's Comp Accidents for 2011 was \$105,768.82. One accident (salt truck wreck) in Public Works was the majority of the cost, \$80,508.12. Other accidents total \$25,260.70.

Upcoming projects:

- Attend TCRS meeting
- Complete survey for CPM (Center for Performance Management)

Positions			Budget	Actual	
Public Services			Public Works	13	11
			Sewer	6	5
			Sanatation	6	6
Employee	RFL	Term Date	Replacement	Hire Date	
Danny Elmore	quit	10/29/2010	n/a		
William Brasier	Retired	10/01/2011	n/a		
Johnny Pence	Retired	11/30/2011	n/a		
Parks			Parks	16	14
			Tourism	2	1
Employee	RFL	Term Date	Replacement	Hire Date	
Cohea	transfer fire	05/31/2011	J Proctor pt to ft	06/14/2011	
Freeman	passed away	09/14/2011	n/a		
Blankenship	quit	12/03/2011	n/a		
Police				57	53
Employee	RFL	Term Date	Replacement	Hire Date	
T Palmer	Retired	01/01/2012	n/a		
Harry Bell	retired	10/01/2011	Officer Shoesmith	1/23/12	
Richard Peery	retired	09/01/2011	Knalls	11/28/11	
DJ Wilhoite	moved	07/29/2011	Forbes	11/28/11	
Tony Cline	moved	06/10/2011	Colburn	09/07/2011	
Bil Vaughn	retired	10/31/2010	Vaughan	05/16/2011	
Bryan Harris	quit	08/24/2010	Baker	01/24/2011	
Walter Williams	retired	07/31/2010	n/a		
Fire				19	19
Firefighter	RFL	Term Date	Replacement	Hire Date	
Matthew Burge	metro	05/16/2011	Jamie Cohea (park)	05/31/2011	
J Robertson	training officer	03/23/2011	Jake Hille	08/27/11	
Ed Hendericks	retired	08/12/2011	Jason Davis (pt to ft)	11/14/2011	
Admin				19	17
Employee	RFL	Term Date	Replacement	Hire Date	
Jim Thomas	Retired	10/31/2011	Tim Ellis	promoted	
Vicky Ignatz	Retired	11/18/2011	frozen		
Tim Ellis	promoted	11/01/2011	frozen		

This document summarizes the activities for the I.T. department for January, 2012.

I. Activities

1. Met with Verizon Wireless sales staff to discuss our current plan and ways to cut cost without cutting service.
2. Met with Verizon Wireless engineer to discuss new technology available to share data between buildings.
3. Attended Webinar "Center for Performance Management".
4. Phone Meeting with Eric Sullivan regarding Voice Recorder upgrades and new technology offered. Received quote to upgrade recorder.
5. Phone meeting with John Buchanan and Gabe Stewart of A.T. & T. regarding Long distance contract. Our contract expired January 31, 2012.
6. Worked with Blake Reynolds and D.K. Robertson of Incode regarding on-line court payments.
7. Worked with Robert Edwards, State of Tennessee, regarding new state reporting for monthly court activities.
8. Phone training with Inetco.
9. Responded to calls for assistance from other departments including computer and phone issues.
10. Assisted front office staff as needed.
11. Roger assisted with various calls for service including virus cleanups.
12. Attended MTAS training regarding evaluations.
13. Worked with Incode support regarding updates.
14. Worked on network connection issue in Annex.

MONTH OF JANUARY 2012

MONTHLY MANAGEMENT REPORT COURT

NUMBER OF TICKETS ISSUED IN JANUARY 2012 - 585

NUMBER OF DEFENDANTS APPEARING IN COURT

JAN. 10 10:00 A.M. 61

JAN. 10 2:00 P.M. 49

JAN. 17 10:00 A.M. 51

TOTAL FOR MONTH 161

NUMBER OF DEFENDANTS ON CONTESTED DOCKET

JAN. 17 2:00 P.M. 11

NUMBER OF NON-TRAFFIC CITATIONS (i.e. codes / misdemeanors violations)

CODES 0

MISDEMEANORS 0

NUMBER ASSIGNED TO TRAFFIC SCHOOL

FOUR HOUR SCHOOL 93

EIGHT HOUR SCHOOL 5

**Note – receipts for January 2011 totaled \$20,725.00
receipts for January 2012 totaled \$24,461.50
up - \$3736.50**

Public Safety

Police

Fire

Goodlettsville Police Department
Chief Pope's Monthly Report
February 7, 2012

The attached figures are for all reported crime in the month of January 2012. We are still having issues with our software in regards to traffic accidents. The report still shows all accidents as property damage accidents. The total number is not accurate since all the accident reports for January have not been entered. The software vendor has replicated the problem and is working toward a solution. The month started out fairly quiet, but we did see an increase in home burglaries.

In the month of January 2012:

As noted above there was an increase in home burglaries in January. The vast majority of these occurred during the day when the residents were either at work or away from the home. Areas of the city that were affected by these burglaries included Alta Loma Road, Gateway Subdivision and the in the area of Fannin Drive. We also experienced an increase in business burglaries in the northern part of the city. Preliminary investigation by our Criminal Investigation Division indicates the burglaries in these areas are not connected. There may be several groups involved.

In our investigations of these burglaries we have determined that many times a neighbor saw something suspicious during the times these occurred. These activities would include an unfamiliar vehicle driving slowly in the area, individuals knocking on doors, individuals walking through the yards or streets, and actually vehicles seen in the driveways of burglarized homes. It is imperative that citizens report any suspicious activity to the police department at 859-3405. There is no liability in reporting suspicious activity to the police department.

On January 27th officers from this department raided two local markets. The raids were a result of an investigation by the department's Crime Suppression Unit into the sale of synthetic narcotics. Search warrants were served at the Expressway Citgo Market at 937 Louisville Highway and the Eagle Market (formerly Zippy Market) at 848 Louisville Highway. Over 1000 individual packets of synthetic marijuana, narcotics paraphernalia, and cash were seized from the markets. The owners of both markets were charged under Tennessee law with a misdemeanor violation of possession and/or distribution of synthetic narcotics. These synthetic narcotics are sold as incense under many different names in very colorful packets. These are unregulated and contain unknown ingredients. In past months our officers have encountered individuals having serious medical and at times violent reactions after smoking the synthetic marijuana.

On Going Projects:

Both the fire and police departments are continuing to work on the upgrading of our radio system. This will require a large capital outlay in the near future.

The police department is currently undergoing an assessment conducted by the Municipal Technical Advisory Service (MTAS). This report will provide recommendations on how the department can improve our services to the community.

The police department, along with the other city departments, will begin discussions on the upcoming budget that begins on July 1, 2012.

The Citizens Police Academy begins on March 6th. The participants in the academy meet on Tuesday nights for nine weeks. Police department personnel provide instruction in various fields of police work. This has proven to be a very positive experience for those attending this program. This is the ninth year we have had the Citizens Police Academy.

GOODLETTSVILLE POLICE DEPT
105 S MAIN STREET
GOODLETTSVILLE TE 37072

Jurisdiction : TN0190400

Monthly Summary Report
 For January 2012

<u>Crime Type</u>		<u>January Offenses</u>	<u>January Counts</u>	<u>2012 Offenses</u>	<u>2012 Counts</u>
11D	11D FORCIBLE FONDLING	1	1	1	1
13A	13A AGGRAVATED ASSAULT	2	2	2	2
13B	13B SIMPLE ASSAULT	14	16	14	16
13C	13C INTIMIDATION	5	7	5	7
220	220 BURGLARY/BREAKING AND ENT	19	19	19	19
23C	23C SHOPLIFTING	31	32	31	32
23D	23D THEFT FROM BUILDINGS	7	7	7	7
23E	23E THEFT FROM COIN-OPERATED	2	2	2	2
23F	23F THEFT FROM MOTOR VEHICLE	4	4	4	4
23G	23G THEFT OF MOTOR VEHICLE PA	2	2	2	2
23H	23H ALL OTHER LARCENY	2	2	2	2
240	240 MOTOR VEHICLE THEFT	2	2	2	2
250	250 FORGERY/COUNTERFEITING	2	2	2	2
26A	26A FALSE PRETENSE/SWINDLE/CC	4	4	4	4
26C	26C IMPERSONATION	4	4	4	4
280	280 STOLEN PROPERTY OFFENSES	1	1	1	1
290	290 DESTRUCTIVE/DAMAGE/VANDAL	10	10	10	10
35A	35A DRUG/NARCOTIC VIOLATIONS	9	9	9	9
35B	35B DRUG EQUIPMENT VIOLATIONS	2	2	2	2
90C	90C DISORDERLY CONDUCT	2	2	2	2
90D	90D DRIVING UNDER THE INFLUENC	4	4	4	4
90E	90E DRUNKENNESS	2	2	2	2
90I	90I RUNAWAY	6	6	6	6
90J	90J TRESPASS OF REAL PROPERTY	6	6	6	6
90Z	90Z ALL OTHER OFFENSES	25	26	25	26
000	Un-reportable Offenses	23	23	23	23

Persons Arrested : 108

TYPE	Total For January				2012 To Date			
	Males Arrested		Females Arrested		Males Arrested		Females Arrested	
	All Arrests	Narcotics	All Arrests	Narcotics	All Arrests	Narcotics	All Arrests	Narcotics
1.Adults	57	2	40	1	57	2	40	1

Jurisdiction : TN0190400

Monthly Summary Report
For January 2012

2.Juveniles	7	0	4	0	7	0	4	0
TOTALS:	64	2	44	1	64	2	44	1

Traffic Reports :

TYPE	Total For January	2012 To Date
Fatal	0	0
Injury	0	0
Property Dmg Only	41	42
Private Property	0	0

Citations/Warrants :

	Total For January	2012 To Date
Citations	0	0
Warrants	0	0

Values :

TYPE	Total For January	2012 To Date
Burglary Stolen	37,190.00	37,190.00
Larceny Stolen	8,998.00	8,998.00
Robbery Stolen		
MVT Stolen	5,000.00	5,000.00
Burglary Recovered	279.00	279.00
Larceny Recovered	2,989.00	2,989.00
Robbery Recovered		
MVT Recovered	13,300.00	13,300.00
Total Stolen	51,188.00	51,188.00
Total Recovered	16,568.00	16,568.00
Criminal Damage	6,160.00	6,160.00

Jurisdiction : TN0190400

Monthly Summary Report
For January 2012

Traffic Accidents for Month



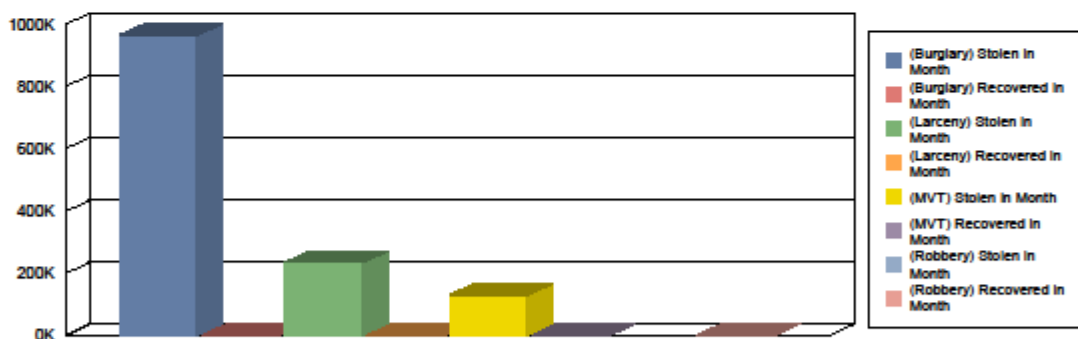
Traffic Accidents with Injuries	0.0%
Sum of R_Monthly_Summary.1.Prop_Dmg_Month	100.0%
Traffic Accidents with Fatalities	0.0%
Total:	100.0%

Traffic Accidents Year To Date



Traffic Accidents with Fatalities	0.0%
Traffic Accidents with Injuries	0.0%
Traffic Accidents with Property Damage	100.0%
Total:	100.0%

Stolen and Recovered Values for Month



Fire Department, January 2012

Summary of Month's Activities

Fire Operations

The Department responded to 215 calls for service for the month of January.

Fire Administration

Renewed EMT License for two employees.

Met with Larry DiOrio, Mike Bauer, Gregg Waite and Johnny Roberson to review sprinkler plans for Robison Tire Warehouse.

Attended ICMA Center for Performance Measurement Program Training held at City Hall.

Attended Staff Review for the February Planning and Zoning meeting.

Met with Tim Ellis, Chief Pope and Captain Jenkins to discuss options we are facing concerning our radio system.

Attended Employee Performance Appraisal Training held at the Fire Hall.

Structure fire at 213 Caldwell, Perfection Molders. The fire was quickly extinguished by Engine-41. Estimated damage to the building is around \$2500.00. Cause of the fire was accidental.

Departmental Highlight

The Training room has been utilized this month for the following:

Volunteer State Community State College Fall EMT Class
Goodlettsville Performance Evaluation Training
Tyson's held their annual HazMat training

Department Cost Saving Report

Purchased some office and hall supplies from Sam's Wholesale Club and made a decision between if it was a need or a want.

Monthly Performance Indicators

Incident Responses

Structure Fires	2	MVA / No Injury	2
Cooking /Electrical Fires	2	Motor Vehicle/Pedestrian Accident	3
Vehicle Fires	1	Rescue	0
Grass /Brush /Trash Fires	2	False Alarms/Calls	32
Hazmat	0	Assist Other Government Agency	2
Other Calls / Assist	17		
Emergency Medical Calls	136	Total Responses for the Month	215
Vehicle Accidents with Injuries	16	Total Responses for the Year	215

Fire Fighter Training

Total Training Man Hours for the Month	129
Total Training Man Hours YTD	129

Fire Inspection

This Month YTD

Fire Investigations	1	1
Plat/Plan Review	2	2

Public Fire Education

This Month YTD

Participants	39	39
Education Hours	9	9
Number of Occurrences	3	3

Fleet Maintenance

Routine Scheduled Maintenance	1
Unscheduled Repairs	30
Outstanding Issues	None

Special Projects

Special assignment at Goodlettsville Welding Shop

Fire Maintenance Cost Savings Report

Savings on the Maintenance end came from In-house repairs.

Public Services

Public Works

Parks, Recreation & Tourism

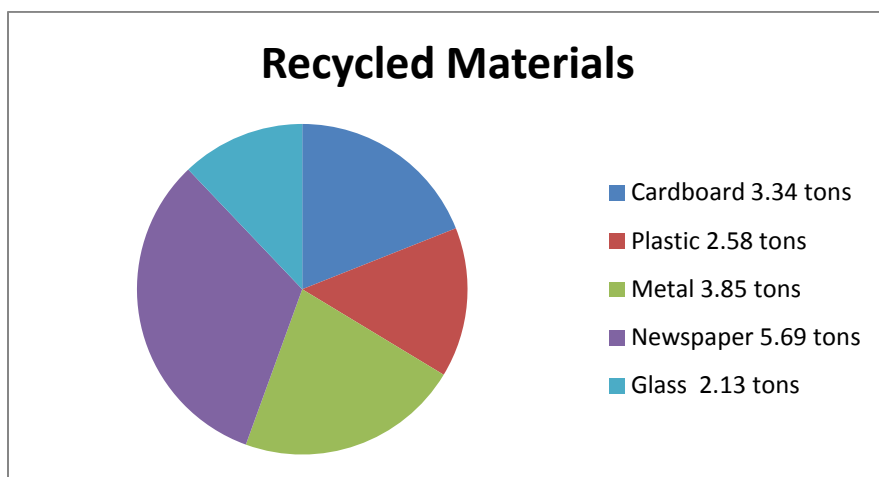
Public Works Monthly Report

January 2012

RIGHT-OF-WAY, INFRASTRUCTURE, STORMWATER, AND STREETS & HIGHWAYS MAINTENANCE PROJECTS AND INSPECTIONS:

- Mixed salt and sand; applied to roads
- Hot Spot and Long-Term Maintenance reports received
- Prepared specs for used aerial bucket truck; bid opening January 31, 2012
- Stormwater Construction Inspections:
 - ★ Weir Dam on Dry Creek
 - ★ Cobblestone Condos
 - ★ Metro Baptist Church
 - ★ Copper Creek
 - ★ Cottage Grove
 - ★ Dry Creek Road
 - ★ Retreat at Dry Creek Farms
 - ★ Vineyards

SOLID WASTE:



- Monthly tonnage residential solid waste collected: 287
- Monthly tonnage convenience center solid waste collected: 139
- Monthly cubic yards of wood chips removed from lot: 768
- Delinquent sanitation accounts sent to collection: 9

Services Provided	Total	YTD
Brush Pick-Up Areas Covered	5	5
Curb – Repair/Install/Remove	0	0
Dead Animal Pick-Up Requests	2	2
Drainage Inspection Requests	5	5
Driveway Permits Issued	0	0
Emissions Testing/License Plates for Vehicles	0	0
Exemption Route Requests	2	2
Graffiti Removal	1	1
Land Disturbance Permits Issued	0	0
Litter Pick-Up Requests	3	3
Mowing Requests	0	0
Potholes/Street Repair Requests	4	4
Public Works Calls Received	232	232
Salt Truck Requests	2	2
Sanitation Cart Repairs	7	7
Sanitation Bulk Item/Junk Pick-Up Request	1	1
Second Sanitation Cart Request	1	1
Signs Repaired/Installed	3	3
Storm Drains Cleaned	63	63
Storm Drains Replaced (Theft)	4	4
Street Cut Requests/Permits Issued	0	0
Tennessee One Calls	98	98
Traffic Signal Repair	3	3
Tree Trimming	1	1
Vehicle Maintenance – Routine	23	23
Vehicle Maintenance – Unscheduled	31	31
Water Quality-Related Outreach Events	3	3

PUBLIC WORKS FACILITY, OUTREACH, PROJECT REVIEW:

- Monthly departmental fuel reports for November and December 2011
- Building cleaning and maintenance
- Monthly underground tanks testing
- Construction General Permit workshop class facilitated by MTAS

- Monthly staff/safety meeting
- Public Works section of website updates
- Long Hollow Pike signalization, Signal @ Madison Creek Road, Pedestrian crossing at Caldwell/Moss-Wright Park
- Greenway project
- Roadscape project I-65 at exits 96 and 97
- Stormwater utility fee meeting
- Monthly stormwater manager's public meeting
- Street light outage inventory
- Missing street sign and bent sign inventories
- Retro-reflectivity sign project

SEWER:

- Sewer rehabilitation continues
- Equalization tank inspections at Mansker Creek Pump Station
- Monthly equipment and pump station maintenance
- Daily pump station inspections
- By-pass sampling to lab
- Employee performance evaluation workshop
- Rainfall for month: 4.58"

OUTSTANDING ISSUES:

- New stormwater ordinance
- Solid Waste Request for Competitive Sealed Bid Proposals
- Stormwater Utility Request for Qualifications
- Pam's underground storage tank training and certification (due August 2012)
- Annual fuel consumption report to Metro Davidson County Health Department

Parks, Recreation, and Tourism Monthly Report

January 2012

PARKS PROJECTS:

- Fields Lighting Project continued for Fields 1 and 2
- Main Moss-Wright Park entrance sign was painted
- Bowen House sign was painted
- The exterior of the Visitor's Center was painted
- Improved drainage at Field 7
- Conducted playground inspections
- Cut sod and removed lip along infield on Field 2
- Performed annual maintenance on two ztrurns, two field drags, one 1145 mower, and one gator

RECREATION:

- Continued Futsal league
- Opened registration for Daddy Daughter Dance (SOLD OUT)
- Began planning for 2012 Summer
- Provided facilities for youth basketball, basketball open gym, tot time, indoor soccer open gym, Zumba, Yoga, walking

HISTORIC SITES:

- Continued creating the Program Plan for 2012 with focus on hands-on learning and agriculture
- Continued re-setting displays in the fort, Bowen House, and Museum
- Completed a Standard Facility Report on the Museum that will enable the site to take things on loan from the Tennessee State Museum
- Began creating new special event, "Heritage Days" for June 29-30, which will showcase ten demonstrators.

ADMINISTRATION:

- Put the Pleasant Green Pool project out to bid, met with six companies at Pleasant Green Pool, and opened a bid that was lower than anticipated.
- Interviewed applicants for Events and Program Coordinator position
- Met with Lee Davidson (Lose and Associates) regarding the Greenway
- Attended an American Association for Local and State History meeting in which Mansker's Station is part of a pilot program for Tennessee for small sites. Using the STEP's program, staff will be performing a self-assessment to determine if the site meets national standards in the program that is provided to visitors.
- Approved pre-season youth softball tournament
- Approved youth softball tournament for June 15-17
- Approved two pre-season youth baseball tournaments
- Approved 3 v 3 youth soccer tournament for July
- Approved soccer camp for July
- Approved use of North Creek Park for Sumner County Rugby (High School age)

REPORTED PROBLEMS:

- Electricity to trail lights was cut during the Field Lighting Project. Problem has since been resolved.
- Barry Baker emailed regarding dog owners not picking up after their dogs. Research is being conducted on style of dog waste receptacles to be placed around the park, signage will be created, and staff has been made aware of problem.

Program Participation

Program	# Enrolled	Total Revenue
Zumba (contract)	240	240.00
Yoga (contract)	22	44.00
Book Club	9	0.00
Tot-time	122	0.00
Irish Step Dance (contract)	3	150.00
	396	434.00

Senior Spirits Program Participation

Senior Spirits	Participation Number
January 2 - 6	57
January 9-13	72
January 16-20	71
January 23-27	86
January 30-31	43
	329

Reservation Information

Reservations	R	NR	Total Revenue
Total # Permits Created	22	6	
Community Center	11	6	1,150.00
Shelters	11	0	790.00
Fields	0	0	0.00
			1,940.00

Community Center Use Information

Community Center	Total Number Users	R	NR	Total Revenue
Track Passes Scanned	160	118	42	0.00
Dollar General Scanned	21			0.00
# Youth Scanned	82	82		0.00

# Seniors Scanned	327	192	135	0.00
			89 Adults 34	
Walk In Users	271	148	Youth	720.00
New Passes Sold 17 & Under	21	21	0	0.00
New Passes Sold 18 - 59	0	0	0	0.00
New Passes Sold 60+	13	10	3	0.00
New Track Passes Sold	18	12	6	240.00
	913			960.00

Community Development Services

Economic Development

Planning

Codes



COMMUNITY DEVELOPMENT DEPARTMENT

Sub-group: Economic Development

Monthly Management Report: January 2012

Business Recruitment / Retention & Expansion

- Met with Boyle Investment Co. and Oak Point Properties. Since the early buy-out of the lease on the Region's building, Oak Point is wanting to purchase the property from Boyle and start an aggressive campaign to get the building filled with offices.
- Have been working in late November with a tire wholesaler out of Laurel, Mississippi which has locations throughout Mississippi and Alabama. We are at the "80-percent level" on getting a decision. If they make the move, they will lease a large space (80,000sf) at Space Park North. The project is moving forward and Robison is looking in Goodlettsville for office and warehouse help (new jobs) as well as truck drivers.
- Southeast Venture and Ledbetter Properties have informed me that Fifth Third Bank is no farther along in starting their new construction in Caldwell Square. After further inquiry, Fifth Third has 20 such properties in Tennessee and NONE of them are ready to start. They are just holding the land for now.
- Just started working with a hotel developer from Missouri who "appears" to be interested in Goodlettsville with regard to new hotel construction. I have also been working with several other Middle Tennessee developers who can/might/should have interest in new hotel development in Goodlettsville. Goodlettsville stands to gain from the construction of the Music City Convention Center (downtown) and the newly-announced adventure park being underwritten by Gaylord and Dolly Parton.
- I thought I had a "deal" done for the Jack-in-the-Box restaurant on Cartwright, but my southern California REIT who was interested in it called me and said that corporate Jack-in-the-Box is just too difficult to work with, especially since they have an open standing lease with another individual for a long-term lease (ten year lease). This is a tall order to fill.
- Representative Gary Moore is helping me "run some interference" with TDOT with regard to cutting down the roadside brush and saplings in from of the ten-acre site just to the north of the Prevost facility on South Cartwright Drive. Every possible prospect that I have shown the acreage to has complained something to the effect of "How will they see my business when all of that brush would cover up my business from being seen by traffic on 65?" I agree with them. So I have called upon someone whom I know has some good influence with TDOT. Time will tell.

Statistics

- From my ICSC reports that I get, I am told that chain-store sales for December 2011 rose by 3.5% on a year-over-year basis, but would have been even weaker (+2.8%) with the inclusion of Best Buy, which only reported its December sales (-1.2%). The December industry year-over-year sales gain, however, masked widespread unevenness by retailer and retail segment. That unevenness also characterized most of the 2011 industry sales performance. Generally, December sales for some stores continued to impress--as they did during the year 2011, while others continued to disappoint--often a continuation of their 2011 business too. On the strong side, for example, December sales were impressive for Macy's, TJX, Limited, Ross Stores, Nordstrom and Dillards. On the other hand, holiday-sales were weak for Best Buy, Kmart, Sears, Gap, Cato, JC Penney and Kohl's. Typical for January sales, the month is a low volume one and can be greatly affected by small positives (such as more gift card redemption) or small negatives (such as weather impacts). ICSC Research anticipates January comparable-store sales will grow by 2% to 3% for the month in the Middle Tennessee region, which, obviously includes our own Rivergate Mall.

Meetings

- For the month of January, 2012, the ECD Department participated in many meetings, the most significant were with the following organizations:
 - Prevost Motorcar (joint meeting with State ECD on expansion incentives)
 - Baron + Dowdle (discussion on business for the ten acres next to Prevost)
 - T. W. Frierson (Goodlettsville Public Library project)
 - BRS (Brentwood) (discussion on their expansion of their business)
 - Nashville Business Journal (advertising campaign in Ohio and Wisconsin)
 - Journal Communications (design ad for their national publications)
 - State of Tennessee ECD Division
 - Meeting in Nashville with regional partners
 - Meeting in Clarksville with all ECD organizations in N. Middle TN
 - Meeting regarding workforce development at Vol State
 - Bone McAllester Norton (annual MLK Day breakfast sponsored by Bone Law)
 - Entrepreneur Center (took Commissioners there to visit the facility)
 - Russell Montgomery Associates (sales call on their behalf)
 - Maury Alliance (meeting with SEDC at their facility)
 - Workforce Essentials – Gallatin Office
 - Lunch meeting with Representative Gary Moore (Joelton) – his request of me
 - Convergent Technologies (expansion possibilities)
 - MTAS Leadership Training at Goodlettsville Fire Hall

Special Projects

- Working with Dr. Michael Burcham, President & CEO of The Entrepreneur Center in downtown Nashville. Attempting to get him up here to Goodlettsville to make some presentations to City Hall as well as to the Chamber of Commerce.
- Participated in the monthly two-day session for Leadership Middle Tennessee. Spent these two days throughout Robertson County.

Outstanding Issues

- City Manager Ellis and I are working on getting the whole Industrial Development Board “house in order.” Many things need to be planned, organized, voted upon, etc. before any appointments to a “new” IDB can be put in place. This issue has been in a previous report, but we ARE making progress.

Planning Department

January/February 2012

Ongoing Activities

Numerous requests for information related to refinancing of properties in Goodlettsville.

Collection of information and data tied to ongoing developments.

Production of information and data needed for assembly of the monthly Planning Commission agenda.

Worked with potential buyers of the AM Market on South Main Street, primarily concerned with beer sales.

Assembled a panel of speakers for members of the planning commissions serving the many jurisdictions in Sumner County to receive their annual training, arranged for the location of the annual training session and arranged for the caterer for the event. Approximately 72 members of the Planning Commissions in Sumner County attended the event.

Met with several architects/engineers/contractors concerning renovations/space conversion of the old Goodlettsville Library.

Produced monthly staff report for the regularly scheduled Planning Commission meeting.

Responded to various requests for information pertaining to completion/implementation of approved plans.

Meetings

Attended various meetings concerning Goodlettsville's continuing participation in regional efforts:

Metropolitan Planning Organization (MPO)

Regional Transit Authority (RTA)

Greater Nashville Regional Council (GNRC)

Tennessee Municipal League (TML)

Goodlettsville Area Chamber of Commerce Economic Development committee

Quarterly meeting – Sumner County Planners

TDEC Construction General Permit update seminar

Special Projects

Met with staff from Metropolitan Nashville Planning Commission to discuss common goals concerning implementation of elements of the Northeast Corridor Mobility Study – particularly related to the proposed transit stop in the area of Rivergate Mall. Roughly half of the area within a one-half mile radius of the proposed transit stop is within the corporate city limits of Goodlettsville. The other half is outside our city limits in Metro Nashville. Staff has begun early conversations with Metro staff to help identify areas of common concern with the goal of establishing a more uniform process of development when future projects are proposed for the area within and around the proposed transit stop(s).

GOODLETTSVILLE CODES DEPARTMENT ACTIVITY REPORT JANUARY 2012

<u>Activity</u>	<u>Scope of Activity</u>	
Issuing of Permits	Building(Commerc. & Resid.), Burn, Demolition, Blasting, Sign, Fireworks, Pool, Yard Sale	
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	
Fire Investigations	Duties of Fire Marshall involving fires in the city limits (213 Connell Street fire)	<u>Total Monthly</u>
		19 permits
Building Inspections	Building Related	10 inspections
Property Standards	Ensuring property standards compliance-sending letters and/or notification	1 investigation
Follow-up Inspections	Following up on letters sent to ensure property concerns are now in compliance	19 inspections
Signs Removed	Illegal signs removed from city limits	8 notifications
I.B.C. Training	Training for the departments required certification test/International Building Certif.	6 inspections
Storm Water Training	EPSC training and certification	58 signs
Fire Inspection Training	L. DiOrio and M. Bauer required training on Fire Code	15 hours/ testing included
Property Maint. Liens	Unpaid property maint.issues including grass cutting, demo of unsafe structures, etc.	0 hours
Building and Codes Report	Report issued monthly for permit information-listed on City website	2 hours
Sumner County Impact Fee	Collect and Distribute Tax collected for Sumner County New Residential Homes	0 liens
Flood Event/FEMA	M. Bauer assisting flood properties and FEMA requirements. Includes all documentation	1 Report
Issuing of Addresses	Assisting Metro/Davidson County 911 with assigning addresses for the city	0 homes/collected
Plan Reviews	In-house plan review by M. Bauer/Assisted also with outsourced plan reviews	6 hours

Storm Water Report	Monthly Storm Water Report for Administrative Building/G. Waite	10 addresses
Unsafe Structure Abatement	Demolition of unsafe structure/Hwy. 31 North Truck Stop	3 properties
Citations to Court	Municipal Code Violations	1 Report
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	0 structure
		0 citations
		daily

Contractor's

License

Type Str

County

Permit

Date

Cost

Mag

Parcel

Lot

Address

Owner

New Residential

Total

0.00

New Commercial

Total

0.00

Additions & Remodeling

20110267	1/3/2012	500.00	18.12	79	609 N. Main St.	Laura Carter	Owner	Sign	Davidson
20110268	1/3/2012		18.12	76	A & B 102 Fannin Dr. A/B	5 Star Market/Lofly Issa	Owner	Fire/Life Safety	Davidson
20120002	1/9/2012		18.12	76	A & B 102 Fannin Dr. A/B	5 Star Market/Lofly Issa	Owner	Temp. Sign	Davidson
20120003	1/9/2012	50.00	18.12	76	A & B 102 Fannin Dr. A/B	5 Star Market/Lofly Issa	Owner	Sign	Davidson
20120006	1/18/2012	86,000.00	1431	3	D 480 Long Hollow Pike Suite D	Southeast Pizza/Little Caesars	44649	Commercial Buildout	Sumner
20120007	1/18/2012	900.00	18	88	521 Uhley Drive	Michael Rollins	Owner	Deck	Davidson
20120008	1/23/2012	77,000.00	143D		119 Copper Creek Drive	Thad C. Touchton	Owner	Pool	Sumner
20120010	1/24/2012	1,380,000.00	25.8	59	613 S. Main St.	First Baptist ChurchGoodlettsv.	29017	Commercial Remodel	Davidson
20120012	1/25/2012		34.02	10	907 Rivergate Pkwy. D-2	Edumed Partners LLC.	Owner	Temp. Sign	Davidson
20120013	1/26/2012	10,000.00	26	3	600 Space Park North	Robison Tire Co. Inc.	1640	Fire/Life Safety/Firesyst.	Davidson
20120015	1/30/2012		34.01	25	853 Wren Road	Love and Caring Child Care	Owner	Sign	Davidson
20120016	1/30/2012		25.4	100	219 S. Main	Am Express Market/A. Patel	Owner	Fire/Life Safety	Davidson

Total 1,554,550.00

Total New Residential	0.00	Single Family Dwellings
Total New Commercial	0.00	Davidson
Total Add/Remodels	1,554,550.00	Sumner
Total All Permits	1,554,550.00	Total

0

0

0

City Projects

Capital Improvements

Special Projects

Changes to this report from the previous month are noted in **RED**

EQUALIZATION TANK

Project Cost: \$7,014,268.29

Engineer / Architect / Consultant: CDM, Inc.

Contractor: W.L. Hailey, Inc.

Status: 98% Complete

Completion Date: **Substantial – February 29, 2012**
Final – February 29, 2012

***The City is currently withholding all pay requests in order to satisfy the monetary balance of liquidated damages.**

Notable outstanding issues:

- 1. Extended Warranties**
- 2. Liquidated Damages**
- 3. Contractor completing the project**



EXTERIOR



INTERIOR

PHASE V SEWER REHABILITATION

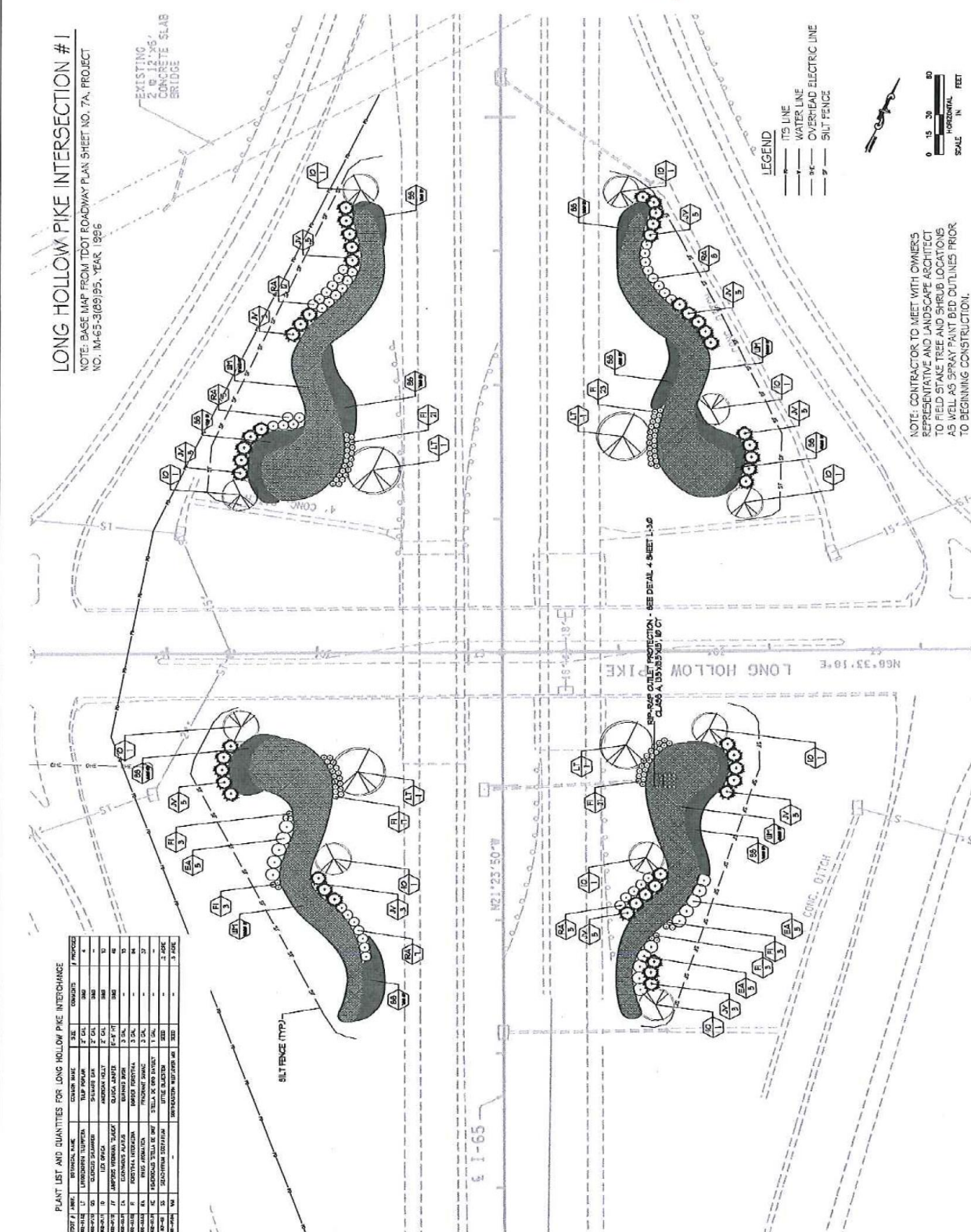
Project Cost: \$4,427,954.34
Engineer / Architect / Consultant: GRW, Inc.
Contractor: Moore Construction
Status: **Work Complete 78% Approximate**
Time Complete 85% Approximate
Completion Date: June 30, 2012
Notable outstanding issues: None noted

ROADSCAPE PROJECT

Project Cost: \$157,000.00
Engineer / Architect / Consultant: Kimley-Horn and Associates
Status: **Bids Opened and submitted to TDOT for approval**
Low Bid: \$97,976.45 (Reed Landscaping)
Completion Date: March 30, 2012 *ESTIMATED*
Notable outstanding issues: NONE

Goodlettsville Roadscapes Grant

		Opinion of Probable Cost		
		Kimley-Horn and Associates, Inc.		
Item Description	Unit	Quantity	Unit Price	Amount
Construction Layout	LS	1	\$ 2,000.00	\$ 2,000.00
Silt Sack Inlet Protection	EA	10	\$ 250.00	\$ 2,500.00
Temporary Silt Fence (without backing)	LF	3400	\$ 4.00	\$ 13,600.00
Machined Rip-Rap	CY	10	\$ 50.00	\$ 500.00
Locating Utilities	LS	1	\$ 3,000.00	\$ 3,000.00
Mobilization	LS	1	\$ 10,000.00	\$ 10,000.00
Geotextile (Type 1)	SY	10	\$ 10.00	\$ 100.00
Vegetation Removal	LS	1	\$ 1,000.00	\$ 1,000.00
Furnishing & Spreading Topsoil	CY	2000	\$ 5.00	\$ 10,000.00
Shredded Hardwood Mulch (Landscaping)	CY	35	\$ 50.00	\$ 1,750.00
Seeding (Wildflower Mixture)	ACRE	1.5	\$ 2,178.00	\$ 3,267.00
Seeding (Little bluestem grass)	ACRE	0.5	\$ 2,178.00	\$ 1,089.00
Fertilizer	TON	3.5	\$ 200.00	\$ 700.00
Trees (Liriodendron Tulipi)(1.5-2" Cal. B&B)	EA	6	\$ 200.00	\$ 1,200.00
Trees (Quercus shumardii, Shumard Oak, 2" Cal. B&B)	EA	3	\$ 200.00	\$ 600.00
Trees (Ilex opaca, American Holly, 2" Cal. B&B)	EA	22	\$ 200.00	\$ 4,400.00
Trees (Juniperus virginiana 'Glauca', Glauca Juniper, 6-8' ht. B&B)	EA	64	\$ 150.00	\$ 9,600.00
Shrubs (Euonymous alatus, Burning Bush, 3 gal.)	EA	25	\$ 75.00	\$ 1,875.00
Shrubs (Forsythia intermedia, Border Forsythia, 3 gal.)	EA	152	\$ 75.00	\$ 11,400.00
Shrubs (Rhus aromatica, Fragrant Sumac, 3 gal.)	EA	67	\$ 75.00	\$ 5,025.00
Flower (Hemerocallis 'Stella de Oro', Stella de Oro Daylily, 1 gal.)	EA	700	\$ 18.00	\$ 12,600.00
Refillable Drip Irrigation Flexible Bag	EA	31	\$ 25.00	\$ 775.00



BASEBALL / SOFTBALL FIELD RENOVATION

Project Cost: \$24,000.00

Contractor: Warner Athletic Construction

Status: **Project 95% Complete**

Completion Date: **March 1, 2012**

Notable outstanding issues: Additional Scope funded by Baseball League

GREENWAY / BICYCLE / PEDESTRIAN DEVELOPMENT

Project Cost: \$3,000,000.00

Engineer / Architect / Consultant: Lose and Associates

Status: Currently completing Environmental and Archaeological Clearances. **Design firm has met with various property owners and is nearing completion of all survey work.**

Completion Date: To Be Determined

Notable outstanding issues: None Noted

SIGNALIZATION & SYNCHRONIZATION IMPROVEMENTS

Project Cost: \$495,000.00

Engineer / Architect / Consultant: Gresham Smith and Partners

Status: **TDOT Notice to Proceed for Engineering has been issued**

Completion Date: September 2012

Notable outstanding issues: **MPO Administrative Project Amendment has been approved**

SPORTS LIGHTING IMPROVEMENTS

Project Cost:	\$250,000.00
Contractor:	Reynolds, Inc.
Status:	Project is 85% complete
Completion Date:	March 1, 2012
Notable outstanding issues:	None Noted

PAVING IMPROVEMENTS

Project Cost:	\$620,000.00
Contractor:	Sessions Paving
Status:	90% of all paving is now completed
Completion Date:	See Below
Notable outstanding issues:	None Noted

STREET

DATE (Tentative)

Highland Heights (Long Side)	September 9, 2011
Pleasant Green Drive	September 12, 2011
Garrett Drive	September 12, 2011
Moss Trail (Pleasant Green to Main Street)	September 12, 2011
Angela Circle	September 19, 2011
Mason Circle	September 20, 2011
Mason Court	September 20, 2011
Mason Lane (North of Loretta)	September 20, 2011
North Cartwright (Tyson to Long Hollow)	September 21, 2011
Two Mile Pike	September 22, 2011
Dorothy Drive	September 23, 2011
Ellen Drive	September 23, 2011
Dorchester Court	September 26, 2011
Butleigh Court	September 26, 2011
Corbridge Court	September 26, 2011
Hanover Court	September 26, 2011
Hollis Court	September 26, 2011
Moncrief Avenue	September 27 & 28 2011

PLEASANT GREEN POOL

Project Cost: **\$125,000.00**

Status: **Bids were opened on January 31st and were as follows:**

- **General Renovation** **\$72,536.00**
- **Installation of PVC Liner** **\$44,000.00**

Completion Date: **May 15, 2012**

Notable outstanding issues: **None Currently**

COMPENSATION STUDY

Project Cost:	\$9,000.00
Engineer / Architect / Consultant:	Burriss and Associates
Status:	All work has been completed and the plan was adopted by the City Commission on January 12, 2012. All employees whose salary was below the minimum in their respective pay grade were moved to that minimum amount on January 26, 2012.
Completion Date:	January 12, 2012
Notable outstanding issues:	Further study as how to calculate the compression figures of long term employees is currently being performed.

EMPLOYEE EVALUATION / GOALS & OBJECTIVES DEVELOPMENT

Project Cost:	-0-
Engineer / Architect / Consultant:	Municipal Technical Advisory Service
Status:	Supervisor Training has been completed and city-wide employee meeting/ training will take place on February 20, 21 and 22
Completion Date:	March 30, 2012 <i>Estimated</i>
Notable outstanding issues:	None Noted

STORMWATER FEE STUDY

Project Cost:	\$35,000.00
Engineer / Architect / Consultant:	None Chosen
Status:	Assigned to BOC Study Session
Completion Date:	June 30, 2012
Notable outstanding issues:	None Noted

